COLYAR CONSULTING GROUP, INC.

Texas Unified Nutrition Programs System (TX-UNPS)

Food Distribution Program
User Manual

Texas Department of Agriculture
Food and Nutrition Division

For Contracting Entity Users

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DOCUMENT REVISION HISTORY

Version	Status	Date	Change Description	Updated By
V1.0	FINAL	01/25/2012	Final User Guide for 1st FDP implementation (contracts, surveys, entitlement)	Richard Roeckner/ Meredith Noel

1

Introduction

Welcome to the Texas Department of Agriculture (TDA) user manual for the system's Food Distribution Program (FDP) module. This system is a software solution for Nutrition Program management, utilizing the Internet to provide FDP users with efficient and immediate access to Contracting Entity contracts, commodity ordering, entitlement, inventory and all other FDP functions.

Web Site Benefits and Features

This user-friendly web application allows state Contracting Entity personnel and Contracting Entity users to submit and approve documents via the Internet. Key system features include:

- A single software system, which manages information regarding Contracting Entity contracts, entitlement, inventory, orders and many other Food Distribution Program (FDP) functions.
- A single database, which works behind the scenes to combine configuration information that can be utilized across the child nutrition programs.
- The ability to save partially completed documentation on-line, allowing the user to complete the process at a later time.
- Individual User IDs and passwords for secure login to program functions and accurate tracking of user behavior.

User Manual

This user manual is intended for use by the Texas Department of Agriculture Food Distribution Program users. It is designed to provide a general understanding of how to use the web site to perform FDP Module functions effectively and efficiently. To achieve this objective this manual will provide you with:

- A general explanation of each feature available.
- Screen examples of web site pages and forms.
- Step-by-step instructions for utilizing the web site features.
- Tips and Notes to enhance your understanding of the system.

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Getting Started

Before you can begin using TX-UNPS administrative modules, you must be assigned a user ID and password by the TX-UNPS Help Desk that provides the required security rights. Once this setup is complete, you may use the Internet and your assigned user ID and password to access and log onto the TX-UNPS web site.

Accessing the Web Site

You can access TX-UNPS from any computer connected to the Internet by opening your Internet browser and entering the following URL in the browser's address line: https://txunps.texasagriculture.gov/ The TX-UNPS project page displays. Click the "**Continue to TX-UNPS logon page"** link to log into TX-UNPS.

TIP: You can add this URL to your browser's FAVORITES list or create a shortcut to the web site on your desktop for quicker access to the site. Refer to your browser or operating system help files for further information.

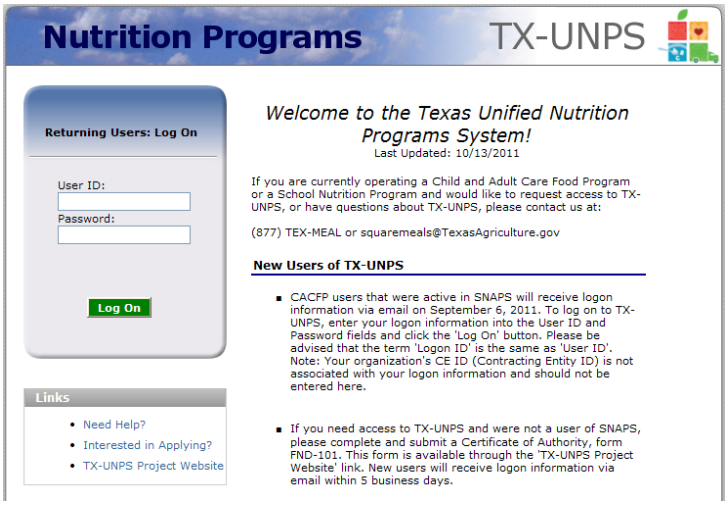

Nutrition Programs
TX-UNPS
Returning Users: Log On
User ID:
Password:
Log On
Links
Need Help?
Interested in Applying?
TX-UNPS Project Website
Welcome to the Texas Unified Nutrition Programs System!
Last Updated: 10/13/2011
If you are currently operating a Child and Adult Care Food Program or a School Nutrition Program and would like to request access to TX-UNPS, or have questions about TX-UNPS, please contact us at:
(877) TEX-MEAL or squaremeals@TexasAgriculture.gov
New Users of TX-UNPS
CACFP users that were active in SNAPS will receive logon information via email on September 6, 2011. To log on to TX-UNPS, enter your logon information into the User ID and Password fields and click the 'Log On' button. Please be advised that the term 'Logon ID' is the same as 'User ID'. Note: Your organization's CE ID (Contracting Entity ID) is not associated with your logon information and should not be entered here.
If you need access to TX-UNPS and were not a user of SNAPS, please complete and submit a Certificate of Authority, form FND-101. This form is available through the 'TX-UNPS Project Website' link. New users will receive logon information via email within 5 business days.

Figure 1: TX-UNPS Home Page

About the TX-UNPS Home Page

The TX-UNPS Home Page consists of three major sections:

- Bulletin Board.
- Log on.
- Links.

The bulletin board is managed by TDA and provides general information. It is important to remember that the bulletin board on the home page is viewable by the public.

The log on section is where authorized users enter their User ID and password. It also provides a link for users that have entered a valid User ID, but have forgotten their password, to be transferred to another webpage to reset their password.

The links section provides access to websites and additional information:

- Selecting the **Need Help?** link will transfer the user to a webpage that contains the TX-UNPS User Manuals and other program resources (ex. Administrator's Reference Manual and Handbooks). The user can also send a support request or request a User ID and password.
- Selecting the **Interested in Applying?** link will transfer the user to a webpage that provides additional information on the nutrition programs offered and allow the user to submit a request for an application.
- Selecting the **TX-UNPS Project Website** link will transfer the user to the project's website.

Logging On

To log on

1. Access TX-UNPS by typing the URL into the address line of your web browser.
2. Enter your assigned **User ID**.
3. Enter your **Password**.
4. Select **Log On**.

Note: If you do not have a User ID and Password, contact the TX-UNPS Help Desk.

TIP: The Password is case-sensitive, so be sure to use upper and lower-case letters, if necessary.

To change your password

If this is your first time logging on, the system will automatically require you to change your password.

1. Select a new password and enter it into the box provided.
2. Re-enter your new password for confirmation.
3. Select **Save** to continue to the TX-UNPS Programs page.

Note: Security configuration settings require a password ten (10) to twelve (12) characters in length. Please note that the password must be at least ten (10) characters in length. The password must contain at least one number, one letter, and one special character (e.g., !, ?, /). Passwords are case sensitive.

TX-UNPS Content Overview

Once you are logged in and have selected a Contracting Entity, the top portion of the TX-UNPS application contains key elements that provide basic information about your location within the system and the selected Contracting Entity.

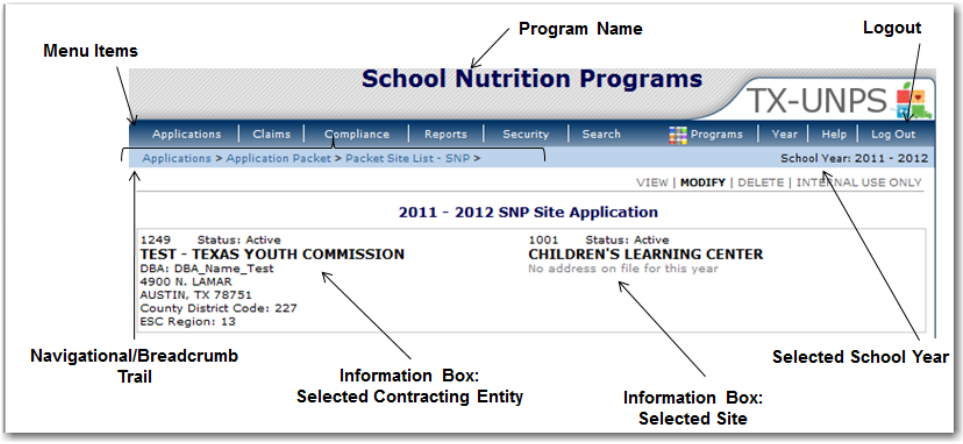

Program Name
Logout
Menu Items
School Nutrition Programs
TX-UNPS
Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out
Applications > Application Packet > Packet Site List - SNP >
School Year: 2011 - 2012
VIEW | MODIFY | DELETE | INTERNAL USE ONLY
2011 - 2012 SNP Site Application
1249 Status: Active
TEST - TEXAS YOUTH COMMISSION
DBA: DBA_Name_Test
4900 N. LAMAR
AUSTIN, TX 78751
County District Code: 227
ESC Region: 13
1001 Status: Active
CHILDREN'S LEARNING CENTER
No address on file for this year
Navigational/Breadcrumb Trail
Information Box: Selected Contracting Entity
Information Box: Selected Site
Selected School Year

Figure 2: TX-UNPS Content Overview

Item	Description
Program Name	The selected program name appears in the gray area at the top of the page.
Menu Items	Menu items display on the blue menu bar at the top of the page. Selecting a menu item will take you to its menu page. Users may not have access to all menu items. If you are unable to select a particular menu item, you do not have the necessary security rights. Contact the TX-UNPS Help Desk for assistance.
Navigation/Breadcrumb Trail	The navigation, or breadcrumb trail, identifies your location within the web site. Selecting a specific portion of the trail will take you back to that particular screen.
School Year	The selected school year displays on the right beneath the menu bar. Upon logging in, the system defaults to the most current active school year.
Information Box	The information box displays general information regarding the Contracting Entity/Site.
Logout	The logout button displays in the menu bar. It is recommended to select **Logout** to properly exit the system.

Note: For security reasons, the system will automatically log you out after twenty (20) minutes of inactivity.

Screen Options

Data entry screens in the system offer the user some or all of the following options: **VIEW, MODIFY, DELETE, and INTERNAL USE ONLY**. The Screen Options area is located on the top right side of the screen, directly beneath the colored bar.

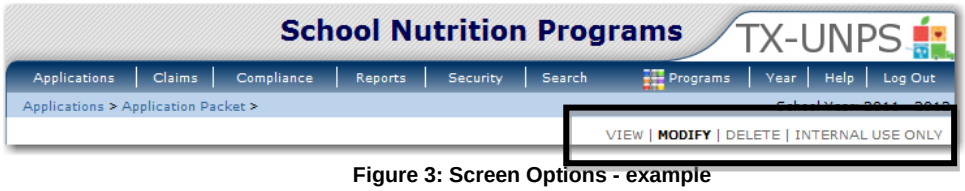


Figure 3: Screen Options - example

The following table describes each of the possible screen options:

Item	Description
VIEW	Presents the screen information in 'view-only' mode. In this mode, the user cannot modify any data.
MODIFY	Presents the screen in 'modify' mode. In this mode, the user can modify field data and save the data after pressing the save button at the bottom of the screen.
DELETE	Deletes the current record displayed on the screen. The user will be presented with a confirmation screen to validate that they intend to delete the record.
INTERNAL USE ONLY	This option is only available to authorized State users only. This is available for screens that have an Internal Use Only section, which is typically at the bottom portion of the screen. Selecting this option will result in the fields in the Internal Use Only section to become editable.

TX-UNPS Programs Page

Once you successfully log on, the TX-UNPS Programs page is displayed. Actual access to specific modules is based on the user's security rights.

TIP: The Accounting, Maintenance and Configuration, and Security tiles are always gray because these are administrative modules that are available to only authorized State users. Contracting Entities and ESCs will not have access to these modules. Only select authorized State users will have access to these modules.

Figure 4: TX-UNPS Programs Page

Selecting this button…	Provides…
School Nutrition Programs	Access to the School Nutrition Programs home page
Accounting	Access to the Accounting Module home page
Child and Adult Care Food Program	Access to the Child and Adult Care Food Program home page
Maintenance and Configuration	Access to the Maintenance and Configuration module home page
Summer Food Service Program	Access to the Summer Food Service Program home page
Security	Access to the Security Module home page
Food Distribution Program	Access to the Food Distribution Program home page

Food Distribution Program Home Page

After logging on using your assigned user name and chosen password and selecting the Food Distribution Program button, you will be taken to the Food Distribution Program Home Page. All FDP menu functions are accessible from this screen within the blue menu bar.

To access the Food Distribution Program home page

1. Log on.
2. On the Programs screen, click **Food Distribution Program**.

Note: If a user only has access to the Food Distribution Program module, the Programs screen is not displayed

3. The FDP Module Home Page displays.

Food Distribution Program
Texas
Department of Agriculture
Operations | Contracting Entities | Reports | Security | Compliance
Programs | Year | Help | Logout
Program Year: 2011 - 2012
Welcome to the Food Distribution Program

Figure 5: Food Distribution Program Home Page

From the FDP home page, you can select a menu item from the blue menu bar at the top of the page. The menu bar contains only menu items specific to the Food Distribution Program. The table below describes the features available for each menu option, which the remainder of this manual will discuss in detail.

Please note: individual users may have varying menu options due to the user's security configuration.

Menu Item	Menu Features
Operations	**Contracts –** Manage FDP Contracts **Entitlement –** Manage FDP Entitlement **Allocations –** Create and Manage Commodity Allocations

	Distributions – Manage Contracting Entity Orders **Shipping –** Manage Contracting Entity Shipments **Surveys –** Create and Manage Commodity Surveys **Inventory –** Manage Inventory **Inbound Shipments –** Create and Manage Inbound Shipments **Processors –** Processors Applications and Activity Reports and Maintenance **Invoicing –** Process Invoices **FDP Maintenance –** FDP Maintenance
Contracting Entities	**Delivery Orders - CE –** Submit and Track Commodity Orders **Surveys** - Survey Entry Forms **Commodity Allocations –** View or Decline Commodity Allocations **Invoices –** View/Print FDP Invoices **Contract** - Submit and Maintain Annual Commodity Contract Packet and View Contract Entitlement
Reports	**Report List—**Contains all reports available in the FDP Module.
Security	**Change Password –** Access to Change Password for Logged-In User

Error Processing

All information entered and saved on the site is checked to ensure it conforms to data entry guidelines and system rules. The site performs two types of checks on information entered: Input Edits and Business Rule Edits.

Input Edits

Whenever you save information or proceed to a new screen, the site checks for Input Errors. These errors are generally typographical mistakes, such as entering a 4-digit Zip Code or entering characters in a numeric field. If a form contains an input error, the screen re-displays with the error code and description in red at the top of the page. These errors must be corrected before you can proceed.

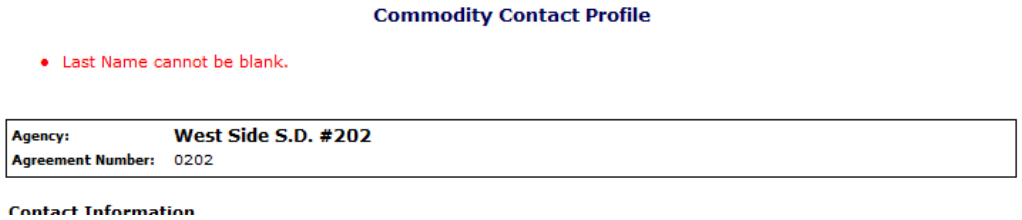


Figure 6: Input Error (partial)

Business Rule Edits

Business rule edits are used to ensure that all required data on a form does not conflict with site guidelines or information entered on the site. For example, if you enter a Reduced Meal Price greater than the Full Price Meal price, you will receive a business rule error.

The site runs business rule edits when a form is saved on the site. Business rule errors display on a save confirmation screen. The errors will also display with a code description and severity at the bottom of the form containing the errors. The description briefly describes and indicates which field contains the error. In addition, the error severity indicates whether an error is considered a Warning or an Error. Errors appear in red and must be corrected before the agreement or form can be submitted Warnings appear in blue and indicate something out of the ordinary, but not crucial to the approval of the agreement or form.

Code	Warning Description
20004	The Surplus Order submitted for the following commodities could not be fully satisfied due to insufficient inventory. Your surplus order has been updated with the remaining inventory available to fill your order.

Figure 7: Warning Code and Description

Selecting a Year

Information displays for the selected school year only. Upon logging onto the system, the current school year is the default selection and displays in the top-right corner in the light blue bar. In order to view information from a different year, you will need to change the school year.

Note: Some users may be unable to select a new year if they have not been granted the security right. Contact your administrator and request that you be given the **Select Year** security right if you feel this is in error.

To select a year

1. Click **Year** on the blue menu bar at the top of the page.
   The Year Select screen displays.
2. Click the year you wish to select.

   Note: The selected year is indicated by the **<Selected** to the right of the year.
3. Use the menu bar to return to your task in the program.

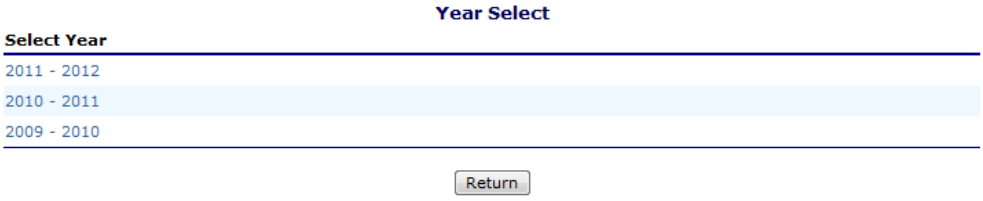


Figure 8: Year Select

3

Contracting Entities

The Contracting Entities menu is the Contracting Entity user's gateway to many of the important Food Distribution Program functions. See the menu below and the following sections for more information on orders, surveys, commodity allocations, invoices, and contract functions.

Contracting Entities Menu

Item	Description
Delivery Orders - CE	Submit and Track Commodity Orders
Surveys	Survey Entry Forms
Commodity Allocations	View or Decline Commodity Allocations
Invoices	View/Print FDP Invoices
Contract	Submit and Maintain Annual Commodity Contract Packet and view Contract Entitlement

Figure 9: Contracting Entities Menu

Surveys

The Surveys function enables Contracting Entity users to view and complete surveys.

Note: You must complete and submit your FDP Contract before completing Surveys.

To search a survey

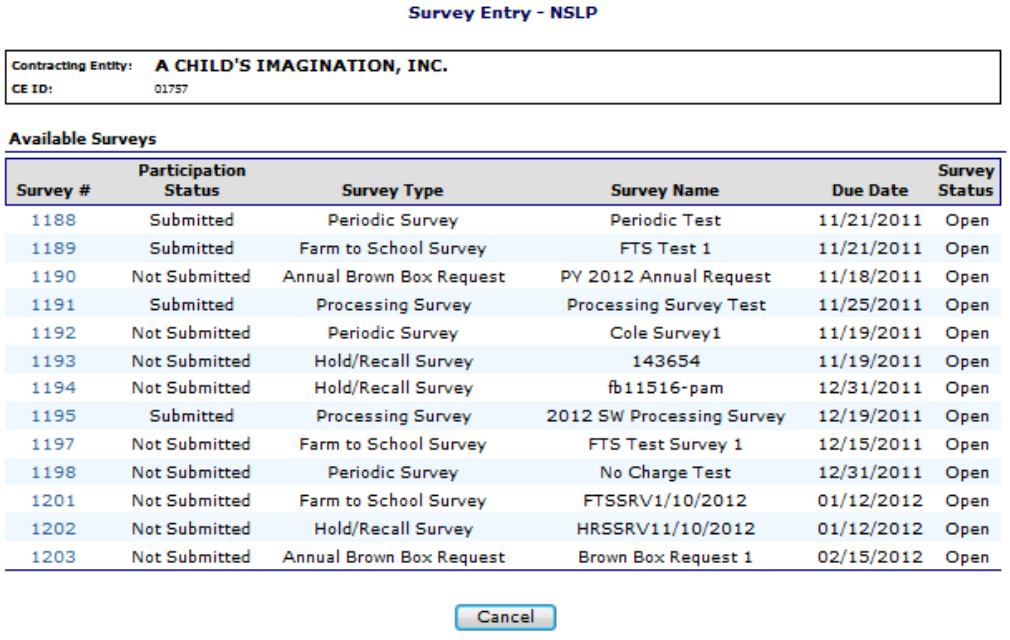
1. On the blue menu bar, select **Contracting Entities**.
2. Select **Surveys**.

Figure 10: Survey Entry – Survey Search screen

3. Select Program Year from dropdown list.
4. Select Program from dropdown list.
5. Select Contracting Entity from dropdown list.
   -OR-
   Enter CE ID in textbox.

Note: If you are associated with only one Contracting Entity, the system will always default to the Contracting Entity's data. If you are a processing co-op user or a user associated with more than one Contracting Entity, you must select a CE.

6. Select **Continue >>.**
   A list of Available Surveys displays for the Contracting Entity.



Survey #	Participation Status	Survey Type	Survey Name	Due Date	Survey Status
1188	Submitted	Periodic Survey	Periodic Test	11/21/2011	Open
1189	Submitted	Farm to School Survey	FTS Test 1	11/21/2011	Open
1190	Not Submitted	Annual Brown Box Request	PY 2012 Annual Request	11/18/2011	Open
1191	Submitted	Processing Survey	Processing Survey Test	11/25/2011	Open
1192	Not Submitted	Periodic Survey	Cole Survey1	11/19/2011	Open
1193	Not Submitted	Hold/Recall Survey	143654	11/19/2011	Open
1194	Not Submitted	Hold/Recall Survey	fb11516-pam	12/31/2011	Open
1195	Submitted	Processing Survey	2012 SW Processing Survey	12/19/2011	Open
1197	Not Submitted	Farm to School Survey	FTS Test Survey 1	12/15/2011	Open
1198	Not Submitted	Periodic Survey	No Charge Test	12/31/2011	Open
1201	Not Submitted	Farm to School Survey	FTSSRV1/10/2012	01/12/2012	Open
1202	Not Submitted	Hold/Recall Survey	HRSSRV11/10/2012	01/12/2012	Open
1203	Not Submitted	Annual Brown Box Request	Brown Box Request 1	02/15/2012	Open

Figure 11: Survey Entry – Available Surveys screen

7. Select the Survey # link to display survey details.

To complete a Periodic survey

1. Search for the desired survey and select the Survey # link.

2. If you do not wish to participate in the survey, select the checkbox to indicate that "you will not participate in this survey" and select **Save**. Otherwise, continue to the next step.
3. Enter the number of units for each desired commodity for each applicable month.

Note: You can select the Calculate Entitlement button to calculate the Estimated Entitlement Used value before selecting **Continue >>**. This information also displays on the Survey Entry – Submit screen.

4. Select **Continue >>.**
5. Select **Submit Survey.**
6. Select **Save.**

Note: One type of Periodic Survey is a Farm to School Commitment Survey. The number entered into the "units" column will be the amount of entitlement you "reserve" for Farm to School. You must indicate Yes to participating in the Farm to School Program in the CE information Update Screen.

To complete a Farm to School survey

1. Search for the desired survey and select the Survey # link.
2. If you do not wish to participate in the survey, select the checkbox to indicate that "you will not participate in the survey" and select **Save**. Otherwise, continue to the next step.
3. Enter the number of requested units.

Note: You can select the Calculate Entitlement button to calculate the Estimated Entitlement Used value before selecting **Continue >>**. This information also displays on the Survey Entry – Submit screen.

4. Select **Save.**

To complete a Hold/Recall survey

1. Search for the desired survey and select the Survey # link.
2. If you do not have any donated foods identified by the Can/Package Codes below on hand, select the checkbox and select **Save**. Otherwise, continue to the next step.
3. For Section 1, enter the number of can/units.
4. Enter the destruction method.
5. For Section 2, select the checkbox, if applicable.
6. Enter the number of can/units.
7. Enter any desired comments.
8. Complete Sections 3 and 4.
9. Select **Save.**

To complete a Processing survey

1. Search for the desired survey and select the Survey # link.
2. If you do not wish to participate in the survey, select the checkbox to indicate that "you will not participate in the survey" and select **Save**. Otherwise, continue to the next step.

3. Enter the number of units to process.
4. Select the Processor from the dropdown list.

Note: You can select the Calculate Entitlement button to calculate the Reserved Processing Entitlement Used value before selecting **Continue >>**. This information also displays on the Survey Entry – Submit screen.

5. Select **Continue >>.**
6. Select **Submit Survey.**

Note: For processing co-ops, a processing survey will display once all of the co-op's members have "submitted" their FDP contract for approval.

To complete an Annual Survey

1. Search for the desired survey and select the Survey # link.
2. If you do not wish to participate in the survey, select the checkbox to indicate that "you will not participate in the survey" and select **Save**. Otherwise, continue to the next step.
3. Enter the number of requested units.
4. Select **Save.**

Note: Entitlement used will update to equal the value of units requested. Available Entitlement will not decrease. If you enter requests that causes your Entitlement Used to exceed Available Entitlement, an error message will display.

Contract

The Contract menu option enables you to submit and maintain your annual commodity contract packet and view contract entitlement information.

To access Contract

1. On the blue menu bar, select **Contracting Entities**.
2. Select **Contract**.

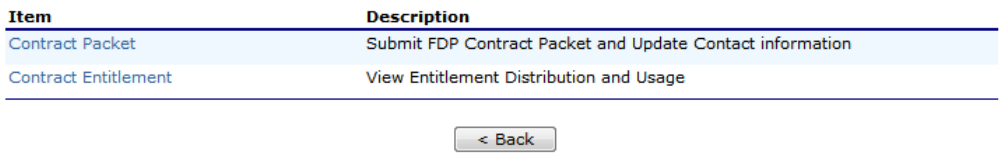


Figure 12: Contract menu

Contract Packet

The Food Distribution Program Contract Packet is the starting point for all tasks related to the Contracting Entity's annual commodities contract. This screen contains all contract and forms for a Contracting Entity's contract packet, including the Contracting Entity Information Update / Certification, Contacts information, and Delivery Location information.

A Contracting Entity information header displays in a box at the top of the screen and contains the Contracting Entity name and CE ID. In addition, it displays the Packet Status, Packet Approved Date (if applicable) and Contract Status.

An Annual Contract can only be deleted if there are no records associated with the contract (i.e., Allocations, Orders, etc.).

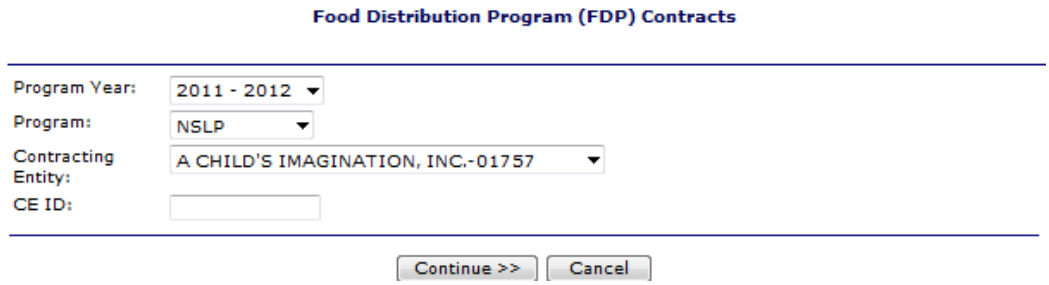


Figure 13: Food Distribution (FDP) Contracts (selection) screen

To access the contract packet

1. On the blue menu bar, select **Contracting Entities**.
2. Select **Contract**.
3. Select Program Year from the dropdown.
4. Select Program from the dropdown.
5. Select a Contracting Entity.
   -OR-
   Enter a CE ID.

Note: If you are associated with only one Contracting Entity, the system will always default to the Contracting Entity's data. If you are a processing co-op user or a user associated with more than one Contracting Entity, you must select a CE.

6. Select **Continue >>.**
   The Contracting Entity's Contract Packet displays.

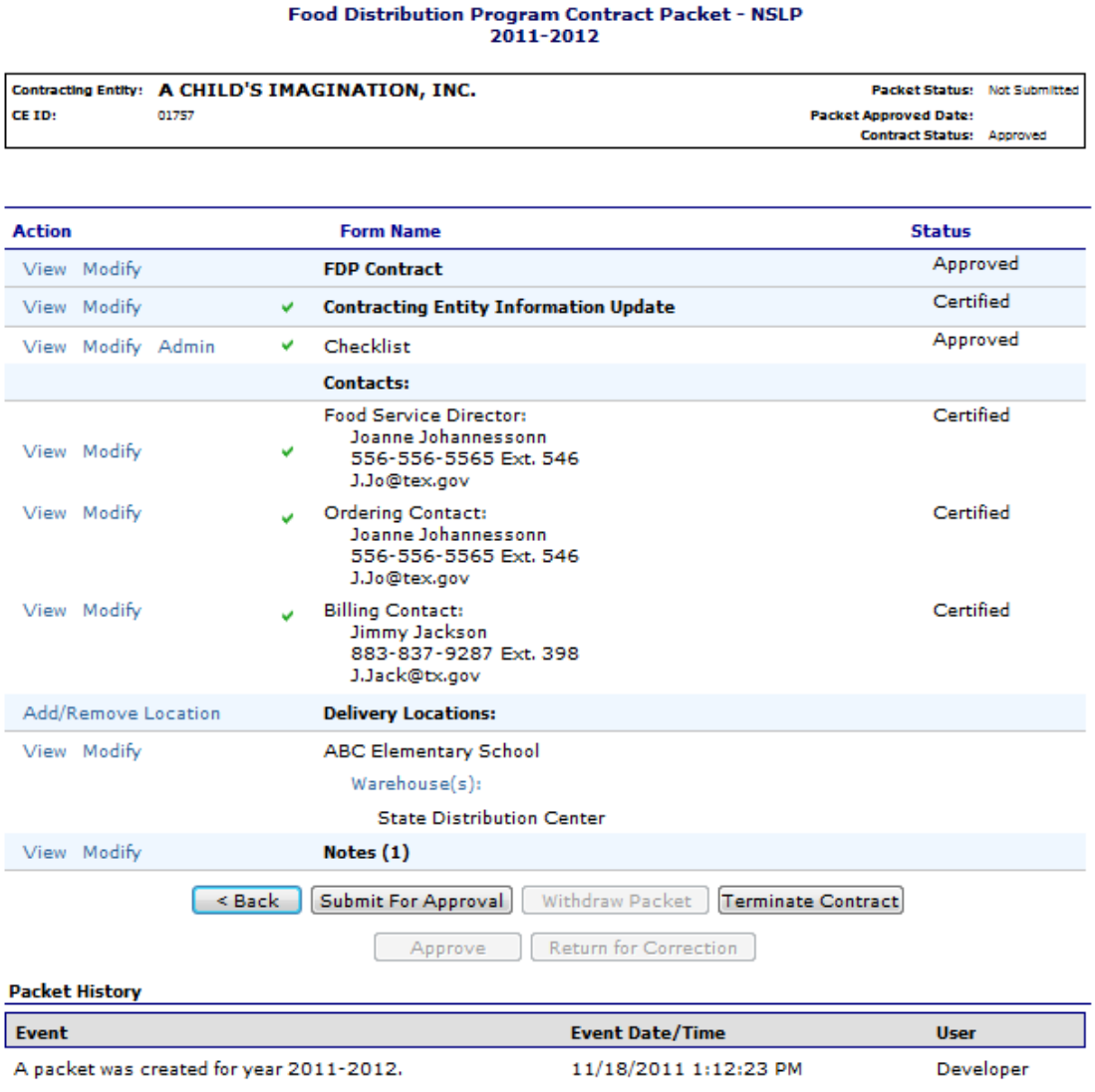


Figure 14: Food Distribution Program Contract Packet– FDP screen

To view a Contract

1. Access the Food Distribution Program Contract screen.
1. Select **View** for FDP Contract.
2. Select **Cancel** when finished**.**

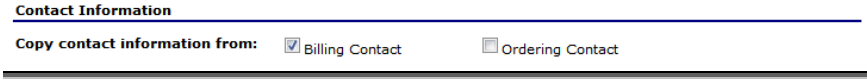
To view or modify Contact information

The following section pertains to **Food Service Director**, **Ordering**, and **Billing** Contact information. Contact Information for each contact type must be created for each contracting entity, as this contact information will appear on various documents printed using the Reports functionality.

1. Access the Food Distribution Program Contract screen.
2. Select **View or Modify** for the Program, Ordering, or Billing Contact.
3. View or revise any desired information.

4. Select the checkbox for the Contact Information Certification, if applicable.
5. If viewing, select **Cancel.**
   -OR-
   If modifying, select **Save.**

TIP: You can copy information from a saved Contact by selecting the "Copy contact information from" checkbox at the top of the form. For example:



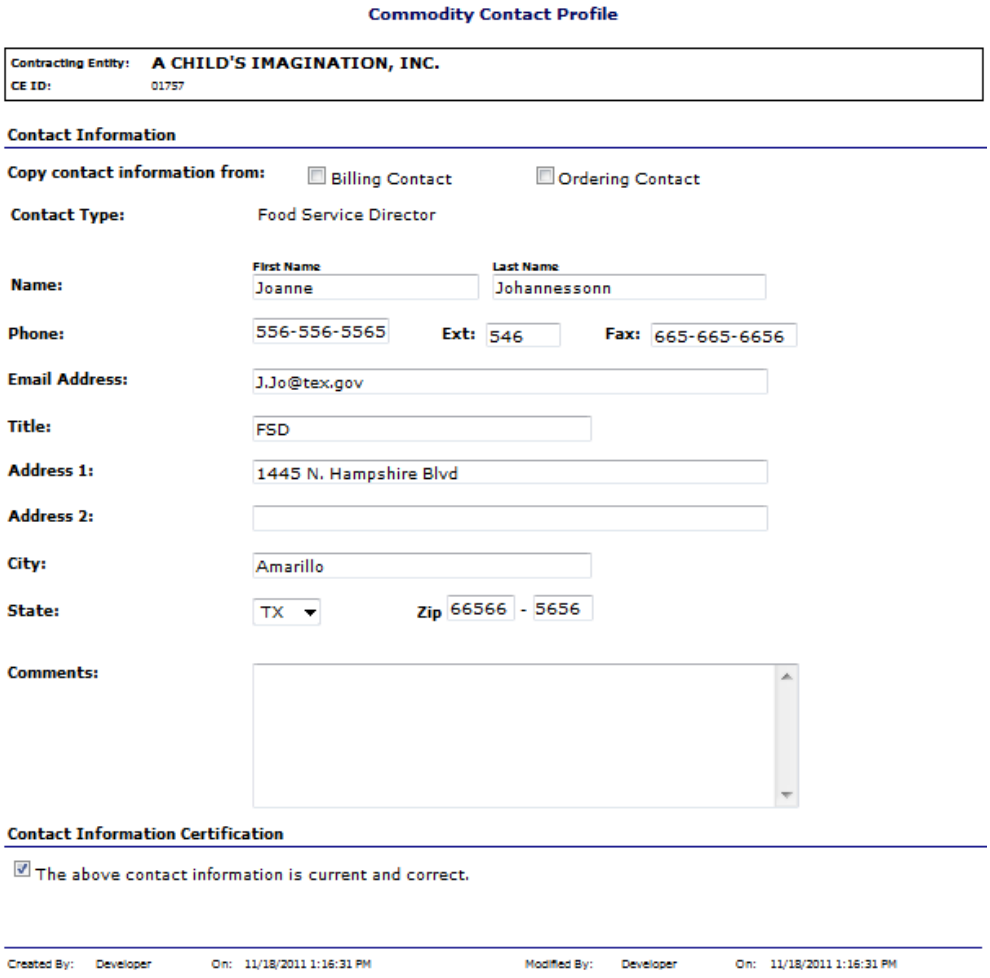

Commodity Contact Profile
Contracting Entity: A CHILD'S IMAGINATION, INC.
CE ID: 01757
Contact Information
Copy contact information from: Billing Contact Ordering Contact
Contact Type: Food Service Director
First Name Last Name
Name: Joanne Johannessonn
Phone: 556-556-5565 Ext: 546 Fax: 665-665-6656
Email Address: J.Jo@tex.gov
Title: FSD
Address 1: 1445 N. Hampshire Blvd
Address 2:
City: Amarillo
State: TX Zip 66566 - 5656
Comments:
Contact Information Certification
The above contact information is current and correct.
Created By: Developer On: 11/18/2011 1:16:31 PM Modified By: Developer On: 11/18/2011 1:16:31 PM

Figure 15: Commodity Contact Profile screen

To view or modify a Delivery Location Profile

1. Access the Food Distribution Program Contract screen.
2. Select **View** or **Modify** for the desired Delivery Location.
3. If viewing, select **< Back** when finished.

-OR-

If modifying, select Save.

Note: Availability of editable fields varies by security group.

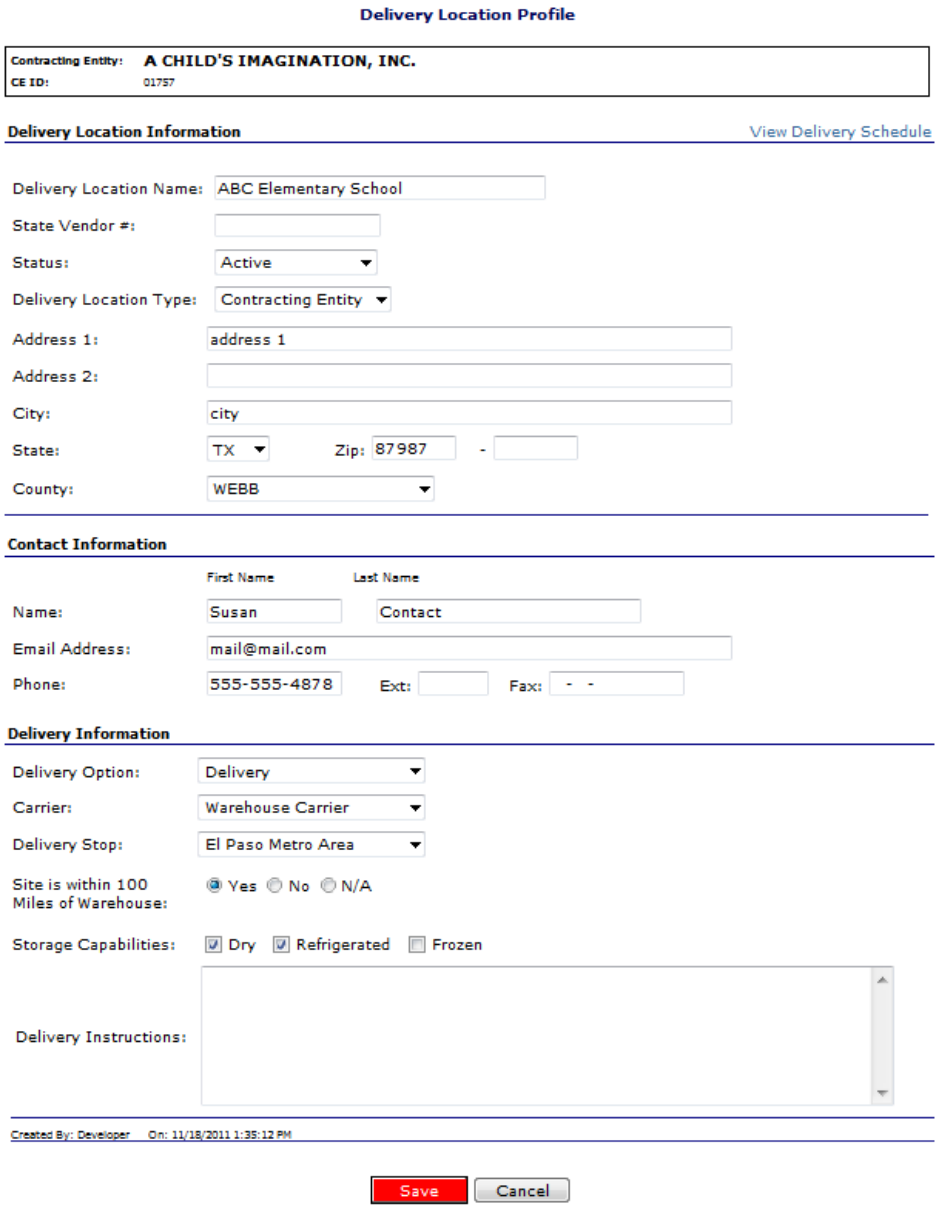


Figure 16: Delivery Location Profile screen

To submit a contract packet for approval

All components of the contract packet (Contracting Entity Information Update, Food Service Director contact, Billing contact, Ordering contact, and any applicable checklist items) must be complete before a Contracting Entity can submit the packet for approval.

1. Access the Food Distribution Program Contract screen.

2. Select **Submit for Approval**.
   The screen re-displays and displays that the packet has been submitted for approval in the Packet history section.

Contract Entitlement

The Contract Entitlement function enables you to view entitlement distribution, entitlement used, and remaining entitlement amounts for your Contracting Entity.

Figure 17: Contract Entitlement – NSLP screen

To view entitlement distribution detail

1. On the blue menu bar, select **Contracting Entities**.
2. Select **Contract**.
3. Select **Contract Entitlement.**
4. Select the link under the Contracting Entity column.

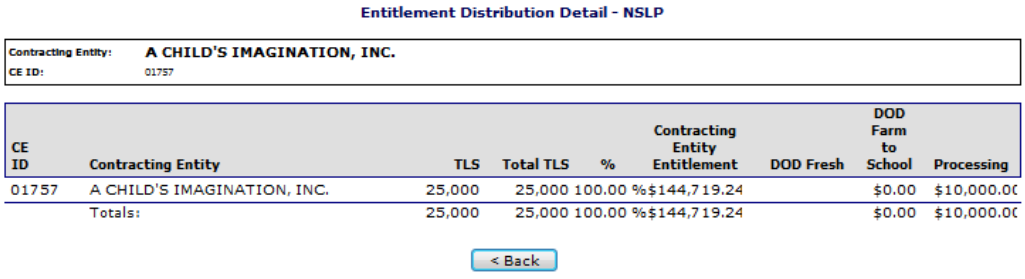


Figure 18: Entitlement Distribution Detail – NSLP screen

To view entitlement distribution history

1. On the blue menu bar, select **Contracting Entities**.
2. Select **Contract**.
3. Select **Contract Entitlement.**
4. Select the link under the Entitlement Distribution column.

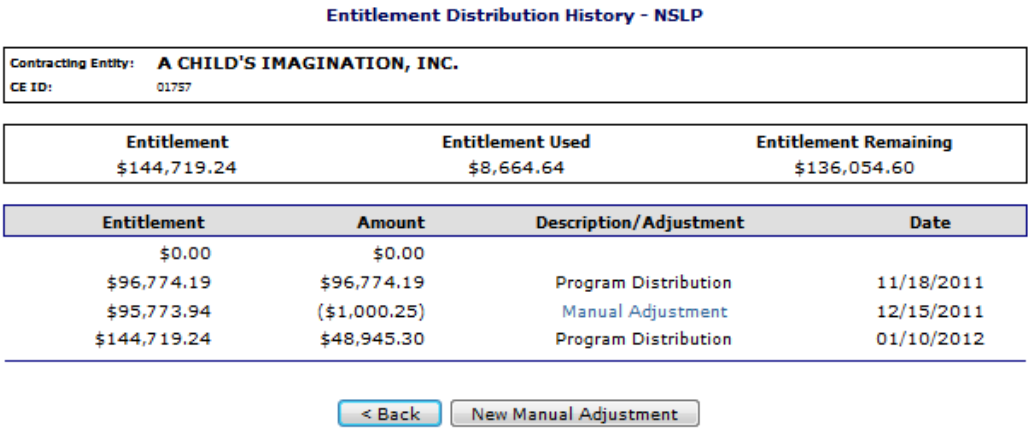


Figure 19: Contract Entitlement – NSLP screen

5. Select the Manual Adjustment link to view the adjustment details. Haven't tested yet.

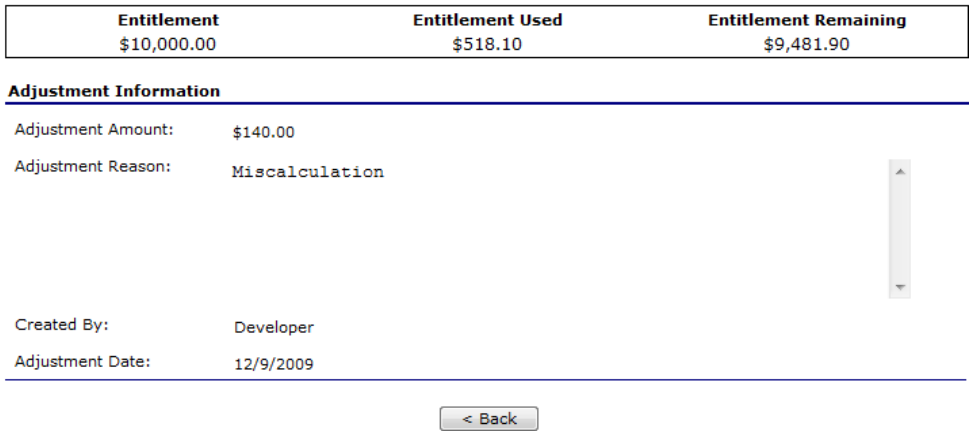


Figure 20: Entitlement Distribution Adjustment – NSLP screen

To view entitlement distribution usage

1. On the blue menu bar, select **Contracting Entities**.
2. Select **Contract**.
3. Select **Contract Entitlement.**
4. Select the link under the Entitlement Used column.

Note: Selecting a link in the Description column displays the Commodity Allocation Report. This displays the value of units requested on surveys and what has been allocated to a CE.

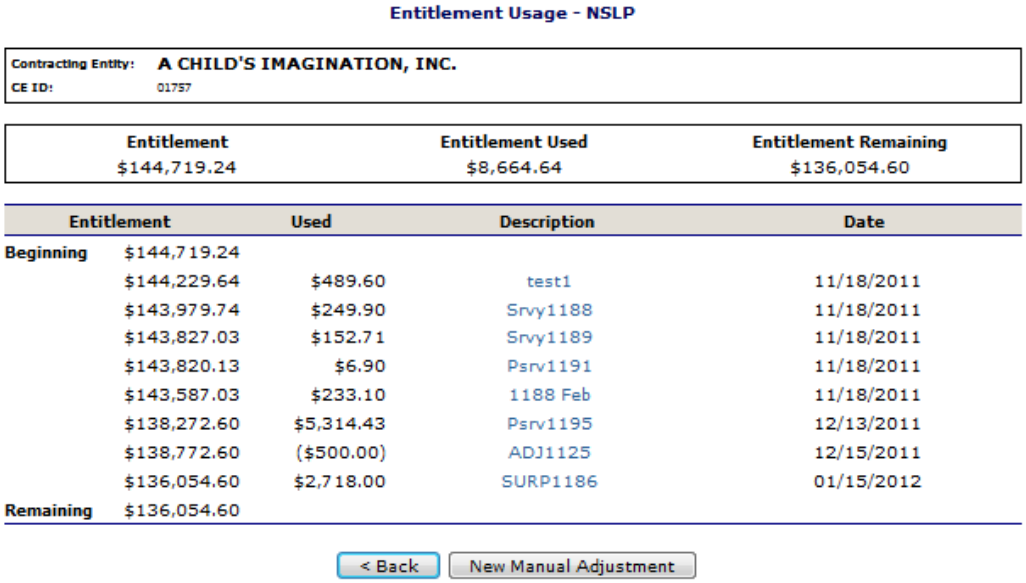


Figure 21: Entitlement Usage – NSLP screen

Note: For more information on the Entitlement screen, reference the Information Sheets.

4

Security

Security is an important part of the integrity of the web site. The Security component of the FDP module is the access point to user-level security settings. Individuals may change their password through the Change Password feature.

Note: The Security component of the FDP module is primarily intended for contracting entity users and administrators.

Security menu

The Security menu is the access point to the Change Password function.

Change Password

System security is greatly enhanced by regularly modifying your password.

Note: Default security settings require that a password must be ten (10) to twelve (12) characters in length. Please note that the password must be at least ten (10) characters in length. The password must contain at least one number, one letter, and one special character (e.g., !, ?, /). Passwords are case sensitive.

Item	Description
Change Password	Change Password for Logged-In User
User Manager	Enables maintenance of existing user profile, groups, and rights and creating new users

< Back

Figure 22: Security Menu screen

To access Change Password

1. On the blue menu bar, click **Security**.
2. On the Security menu, click **Change Password.**
   The Change Password screen displays.
3. Enter your **New Password**.
4. Re-Enter your New Password.

5. Click **Save**.
   A confirmation message displays.
6. Click **<Edit** to return to the Change Password screen you just modified.
   -OR-
   Click **Finish** to return to the Security menu.

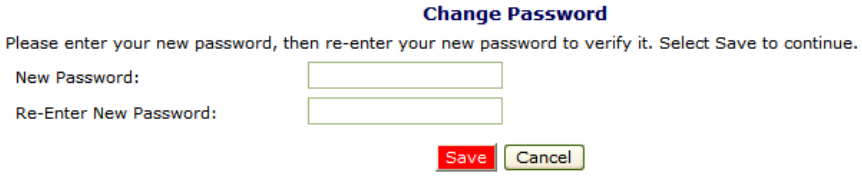

Change Password
Please enter your new password, then re-enter your new password to verify it. Select Save to continue.
New Password:
Re-Enter New Password:
Save
Cancel

Figure 23: Change Password screen